



Department of  
**Environment &  
Conservation**

# Grants Administration Materials Management Program

Loretta Harrington, Grant Program Manager

July 2018

# Agenda

## TDEC Grant Offerings and Resources

- TDEC Grant Website
- Materials Management Grant Website
- About the **TDEC Online Grant Management System**

## Review Administrative Grant Requirements

- Application Process
- All Forms are on line **TDEC GMS System**
- Title VI Compliance **Now in GMS**
- Deadlines

## Contacts

- Grant Administration
- Technical

# Agenda (continued)

- Review Technical Grant Requirements
  - Education and Outreach
  - Convenience Center
  - Recycling Equipment
  - Recycling Rebate
  - Used Oil/Automotive Fluids
- Grants Management System Technical
- Questions
- TDEC Participation Survey



# TDEC Grant Offerings and Resources

# Solicitation FY2019

TDEC is offering **5** different grants in Fiscal Year 2018-2019



## Education and Outreach Grant Manual

Opportunity for Funding

Tennessee Department of Environment & Conservation | Grant Manual | July 2018



## Recycling Equipment Grant Manual

Opportunity for Funding

Tennessee Department of Environment & Conservation | Grant Manual | July 2017



## Convenience Center Grant Manual

Opportunity for Funding

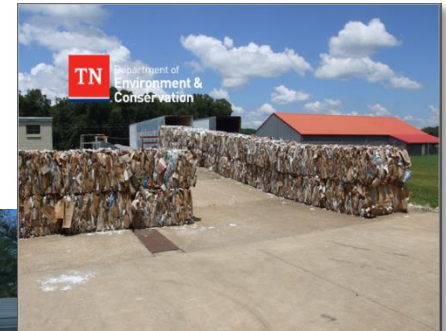
Tennessee Department of Environment & Conservation | Grant Manual | July 2018



## Used Oil Recycling Grant Manual

Opportunity for Funding

Tennessee Department of Environment & Conservation | Grant Manual | July 2018



## Recycling Rebate Manual

Opportunity for Funding

Tennessee Department of Environment & Conservation | Rebate Manual | July 2018

# TDEC GRANTS

<https://www.tn.gov/environment/about-tdec/grants-home.html>

## Grants

### About the Online Grants System

The new TDEC Online Grants System is now available. Potential applicants will be able to register, find funding opportunities and apply completely online.

[Read More](#)

### Recreation Grants

[Read More](#)

### Materials Management Grants

[Read More](#)

### Other Grant Opportunities

[Read More](#)

# Materials Management Grant Website

<https://www.tn.gov/environment/about-tdec/grants/grants-materials-management-grants-home.html>

## Grants to Promote Materials Management



### Convenience Center Grant

**[Soliciting July 2nd - October 1st, 2018]** The Convenience Center Grant provides funding to Tennessee counties for upgrading or establishing new convenience centers.

[Read More](#)



### Education and Outreach Grant

**[Soliciting July 2nd - October 1st, 2018]** The Education and Outreach Grant enables local governments, non-profit organizations, and educational institutions to provide citizens enhanced education and outreach about recycling and waste diversion.

[Read More](#)



### HHW Collection Facility Grant

The HHW Collection Facility Grant provides funding for HHW collection operations infrastructure to enhance existing operations, establish temporary collection infrastructure, and establish a HHWCF identified eligible facility.

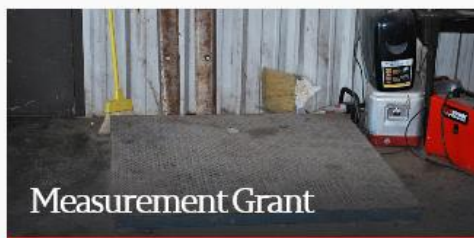
[Read More](#)



### Hub and Spoke Grant

The Hub and Spoke Grant funds equipment purchases for partnering local governments in the Tennessee Hub and Spoke Program.

[Read More](#)



### Measurement Grant

The Measurement Grant enables local governments, private entities, and non-profit organizations to purchase measurement equipment for tracking solid waste, waste reduction, and recycling tonnages.



### Organics Management Grants

The Organics Management Grant enables Tennessee local governments, nonprofit recycling organizations, and private businesses to procure organics waste reduction, recovery, donation, processing, or composting equipment.



# Materials Management Website continued



## Recycling Equipment Grant

**[Soliciting July 2nd - October 1st, 2018]** The Recycling Equipment Grant enables local governments and non-profit recycling organizations to purchase key pieces of recycling equipment.

[→ Read More](#)



## Recycling Rebate

**[Soliciting July 2nd - October 1st, 2018]** The Recycling Rebates are available for the top five (5) most populous counties (including contained municipalities) in Tennessee.

[→ Read More](#)



## Tire Environmental Act Program

The legislation authorizes funds to be used to support projects that offer increased beneficial end markets for scrap tires in Tennessee.

[→ Read More](#)



## Used Oil Grants

**[Soliciting July 2nd - October 1st, 2018]** The Used Oil Collection Act allows for a two cent fee to be collected against every quart of oil sold in Tennessee, providing grant funding for establishment, maintenance, and upgrades of used oil and automotive fluid collection equipment.

[→ Read More](#)



## Waste Reduction Grants

**[Soliciting April 2nd - June 29, 2018]** The Waste Reduction Grant provides funding to Tennessee local governments and non-profit organizations to establish, expand or upgrade facilities for processing and collection of recyclable materials.

[→ Read More](#)



## << Back To Grants

[→ Read More](#)





# Review Administrative Grant Requirements

# Application Process

- Attend Grant Workshop
- Register for the New TDEC Online Grants System
  - Access the new online system.
  - Download the Grants System User Guide.
  - View the tutorial video. (You may maximize the slides by clicking in the lower right corner.)

# Grant Program Solicitations July 2018

- Recycling Equipment (\$500K/\$50K)
- Recycling Rebate (\$500K/population based)
- Used Oil/Automotive Fluids (\$500K/\$44,250 per site)
- Convenience Center (\$1MM/100K)
- Education and Outreach (\$1MM/50K)

# Application Process continued

- Some Quick Tips:
  - Prepare a Complete Narrative Response
  - Answer the Interrogatives (Who, What, When, Where, Why, and How) for each question
  - Compare responses to the Scoring Rubric available for download in the Selection Criteria tab
  - Ask someone to read your response and relate back
  - Seek Technical Assistance if needed
- Complete All Required Forms Online in TDEC's new Grants Management System
- Submit the Application Online Before the Deadline  
Monday, October 1, 2018 by 4:30 p.m. CDT

# Scoring Rubric

## Recycling Equipment Scoring Rubric

Project Description – 40 Points Maximum			
25-40 Points	11-24 Points	0-10 Points	Score
<ul style="list-style-type: none"> <li>Clearly defines project and the need is relevant.</li> <li>Clearly identifies the project goals and measures.</li> <li>Preventative Maintenance Plan and/or schedule is clearly established and utilized.</li> <li>Clearly describes how the program will be promoted.</li> </ul>	<ul style="list-style-type: none"> <li>Slightly defines project and the need is somewhat relevant.</li> <li>Slightly identifies the project goals and measures.</li> <li>Preventative Maintenance Plan and/or schedule is included but not clearly established and utilized.</li> <li>Somewhat describes how the program will be promoted.</li> </ul>	<ul style="list-style-type: none"> <li>Project definition and need is vague, missing, or irrelevant.</li> <li>Project goals and measures are missing or are only stated as the state goal</li> <li>Preventative Maintenance Plan and/or schedule is not included and request is to replace equipment.</li> <li>Vague or missing description of how the program will be promoted.</li> </ul>	
Program Benefits – 30 Points Maximum			
20-30 Points	10-19 Points	0-9 Points	Score
<ul style="list-style-type: none"> <li>Project clearly aligns with the goal and design and will likely achieve success.</li> <li>Project clearly supports the 2025 Plan Objectives.</li> <li>Benefits are clearly defined and calculated.</li> </ul>	<ul style="list-style-type: none"> <li>Project aligns to some degree with the goal and design and may achieve success.</li> <li>Project supports the 2025 Plan Objectives to some limited degree.</li> <li>Benefits are slightly defined and calculated.</li> </ul>	<ul style="list-style-type: none"> <li>Application does not make it clear how the project aligns with program goal and design and will unlikely achieve success.</li> <li>Project does not support the 2025 Plan Objectives.</li> <li>Benefits are vaguely defined or missing and not calculated.</li> </ul>	
Sustainability and Funding – 20 Points Maximum			
14-20 Points	7-13 Points	0-6 Points	Score
<ul style="list-style-type: none"> <li>Organization has a clear plan likely to sustain the project beyond completion</li> <li>Revenues are reinvested in the recycling program.</li> <li>Local funds are committed in the budget and supporting documentation is provided.</li> <li>Funding request appears reasonable to meet project objectives.</li> </ul>	<ul style="list-style-type: none"> <li>Organization has a plan that may sustain the project beyond completion</li> <li>Revenues appear to be used as an incentive in the programs (i.e. schools) that generate the recycling.</li> <li>Local funds have been approved in a resolution for budget expansion and supporting documentation is provided.</li> <li>Funding request appears somewhat reasonable to meet project objectives.</li> </ul>	<ul style="list-style-type: none"> <li>Organization does not have a plan to sustain the project beyond completion</li> <li>Revenues appear to be used to support programs other than recycling.</li> <li>Local funds do not appear to be committed in the budget or through resolution. Supporting documentation is not provided.</li> <li>Funding request appears unreasonable for meeting</li> </ul>	

# About the new TDEC Online Grants System

## About the Online Grants System

[How to Register Online](#)

[How to affiliate with an organization](#)

[How to Change Your Password](#)

[Online Grant System FAQs](#)


[« Back to Grants](#)

## About the Online Grants System

### New TDEC Online Grants System

The new TDEC Online Grants System is now available! Potential applicants can register, find funding opportunities and apply completely online.

- [Access the new online system.](#)
- [Download the Grants System User Guide.](#)
- [View the tutorial video.](#) (You may maximize the slides by clicking in the lower right corner.)

**Department of  
Environment &  
Conservation**

### TDEC Online Grants System

Welcome to the new TDEC Online Grants System! We are excited to offer a more streamlined and easier way to submit applications and grants management for funded projects.

#### How to Use the System

The first step is to register as an individual and affiliate with an organization by clicking the button below labeled: Register Here. Once you have registered, you can log on anytime to apply for funding opportunities, review active grants, view past submissions, and submit reimbursements and reports for funded projects.

#### New to the system?

[Register here](#)

#### Login

Email:

Password:

[Login](#)

[Forgot Password?](#)

To learn more about us [click here](#)

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### Contacts

**Grants & Contracts Administration**  
[TDEC.Grants@tn.gov](mailto:TDEC.Grants@tn.gov)



# Matching Requirements

- Match Requirements
  - Economic Basis
  - Tiered Approach
- Found in Budget Guidance

Attachment 3  
Recycling Equipment Grant Match Requirement

County	Match % Rate Required	Population	Tier	County	Match % Rate Required	Population	Tier
Anderson	50%	75,528	Tier III	Lauderdale	10%	27,382	Tier II
Bedford	30%	46,627	Tier II	Lawrence	20%	42,274	Tier II
Benton	10%	16,145	Tier I	Lewis	10%	11,906	Tier I
Bledsoe	10%	13,931	Tier I	Lincoln	40%	33,637	Tier II
Blount	50%	126,339	Tier IV	Loudon	50%	50,771	Tier III
Bradley	40%	102,975	Tier IV	Macon	10%	23,003	Tier I
Campbell	20%	39,918	Tier II	Madison	50%	98,178	Tier III
Cannon	10%	13,757	Tier I	Marion	40%	28,407	Tier II
Carroll	20%	28,370	Tier II	Marshall	30%	31,269	Tier II
Carter	20%	56,886	Tier III	Maury	50%	85,515	Tier III
Cheatham	40%	39,764	Tier II	McMinn	40%	52,626	Tier III
Chester	10%	17,379	Tier I	McNairy	20%	26,267	Tier II
Claiborne	20%	31,592	Tier II	Meigs	10%	11,701	Tier I
Clay	10%	7,765	Tier I	Monroe	30%	45,233	Tier II
Cocke	20%	35,374	Tier II	Montgomery	50%	189,961	Tier IV
Coffee	40%	53,623	Tier III	Moore	30%	6,319	Tier I
Crockett	20%	14,668	Tier I	Morgan	10%	21,660	Tier I
Cumberland	40%	57,985	Tier III	Obion	30%	30,941	Tier II
Decatur	30%	11,666	Tier I	Overton	20%	22,028	Tier I
DeKalb	20%	19,268	Tier I	Perry	10%	7,822	Tier I
Dickson	40%	50,575	Tier III	Pickett	10%	5,124	Tier I
Dyer	30%	37,935	Tier II	Polk	20%	16,730	Tier I
Fayette	50%	39,011	Tier II	Putnam	30%	74,165	Tier III
Fentress	10%	17,855	Tier I	Rhea	20%	32,641	Tier II
Franklin	40%	41,402	Tier II	Roane	50%	52,748	Tier III
Gibson	30%	49,472	Tier II	Robertson	40%	68,079	Tier III
Giles	30%	28,853	Tier II	Scott	10%	21,987	Tier I
Grainger	10%	22,864	Tier I	Sequatchie	20%	14,704	Tier I
Green	30%	68,335	Tier III	Sevier	50%	95,110	Tier III
Grundy	10%	13,425	Tier I	Smith	30%	19,009	Tier I
Hamblen	40%	63,036	Tier III	Stewart	20%	13,279	Tier I
Hancock	10%	6,657	Tier I	Sullivan	50%	157,047	Tier IV
Hardeman	10%	25,965	Tier II	Sumner	50%	172,706	Tier IV
Hardin	20%	25,870	Tier II	Tipton	40%	61,623	Tier III
Hawkins	40%	56,735	Tier III	Trousdale	20%	8,002	Tier I
Haywood	20%	18,185	Tier I	Unicoi	20%	17,963	Tier I
Henderson	30%	28,009	Tier II	Union	10%	19,113	Tier I
Henry	30%	32,204	Tier II	Van Buren	10%	5,633	Tier I
Hickman	20%	24,384	Tier I	Warren	30%	39,969	Tier II
Houston	10%	8,267	Tier I	Washington	50%	126,242	Tier IV
Humphreys	30%	18,135	Tier I	Wayne	10%	16,913	Tier I
Jackson	10%	11,568	Tier I	Weakley	20%	34,373	Tier II
Jefferson	40%	52,677	Tier III	White	20%	26,301	Tier II
Johnson	10%	17,859	Tier I	Williamson	50%	205,226	Tier IV
Lake	10%	7,631	Tier I	Wilson	50%	125,376	Tier IV

# Title VI

- Must Meet Contract Requirements
- Audit is Checking
- Appropriate Signs Posted
- Title VI Training Must Be Current
- File the Appropriate Paper Work
- Coordinator
- Can Use TDEC's Materials

Christina Guidry  
Tennessee Department of Environment and Conservation  
Office of Policy and Planning  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Blvd., 2nd Floor  
Nashville, TN 37243  
p. (615) 253-8337  
[TDEC.TitleVI@tn.gov](mailto:TDEC.TitleVI@tn.gov)

# Responsible Parties

Responsible Official and Contact Person may be two different people:

**Responsible Official** – Elected official of a government body, authority, or non-profit recycling organization (Mayor, Executive Director, President, etc.) must sign all grant application.

**Contact Person** – Individual knowledgeable about the application contents.

# Deadlines

**Submit the Application Online Before the Deadline**

**Monday, October 1, 2018 by 4:30 p.m. CDT**





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# Contacts

# Contacts For Grant Offering FY 2018-19

## Technical Questions:

*Recycling Equipment, Recycling Rebate, Convenience Center,  
and Education and Outreach*

Seth McCormick, Recovered Materials

615-532-0082

[Seth.McCormick@tn.gov](mailto:Seth.McCormick@tn.gov)

*Used Oil*

David Sutton, Used Oil Coordinator

615-532-0807

[David.L.Sutton@tn.gov](mailto:David.L.Sutton@tn.gov)



# Contacts For Grant Offering FY 2018-19

## **General and Administrative Questions:**

*For All Grants*

Loretta Harrington, Grant Program Manager

615-532-0086

Grant Process, Application, Deadlines, Eligibility, Matching Requirements, Funding, and General Questions

# General Non-Solicitation Contacts

**Reba Butler** | Grants Coordinator

Division of Solid Waste Management | Materials Management Programs

Direct Phone: 615-532-0219

Email: [Reba.Butler@tn.gov](mailto:Reba.Butler@tn.gov)

**Shelby Pressley** | Grants Coordinator

Division of Solid Waste Management | Materials Management Programs

Direct Phone: 615-741-8890

Email: [Shelby.Pressley@tn.gov](mailto:Shelby.Pressley@tn.gov)

**Lynn Tutor** | Grants Analyst

Division of Solid Waste Management | Materials Management Programs

Direct Phone: 615-532-4967

Email: [lynn.tutor@tn.gov](mailto:lynn.tutor@tn.gov)

**Loretta Harrington** | Grants Program Manager

Division of Solid Waste Management | Materials Management Programs

Direct Phone: 615-532-0086

Email: [Loretta.Harrington@tn.gov](mailto:Loretta.Harrington@tn.gov)



# Technical Review Requirements



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# Education & Outreach Grant

# Education and Outreach – Overview and Purpose

- To provide citizens enhanced education and outreach about recycling and waste diversion
- Supports Objective 6 of the 2015 – 2025 Solid Waste and Materials Management Plan

# Education and Outreach – Priorities

- There are three priorities for this grant:
  - Applicants that develop public/private or public/public partnerships
  - Applicants that target an adult audience
  - Applicants that use the suggested Recycling Partnership templates to aid in the implementation of a Statewide Recycling Brand Campaign
    - [https://tdec.smartsimple.com/files/1248312/f146870/Education\\_and\\_Outreach\\_Grant\\_-\\_Outreach\\_Material\\_Templates.pdf](https://tdec.smartsimple.com/files/1248312/f146870/Education_and_Outreach_Grant_-_Outreach_Material_Templates.pdf)



# Education and Outreach – Eligibility

- Tennessee counties, cities, solid waste authorities, school districts, universities, and non-profit organizations which have been determined to be tax exempt nonprofit organizations by the Internal Revenue Service may apply for grants under T.C.A. § 68-211-825.
- The Education and Outreach Grant takes into consideration a tiered project recommendation system
  - County convenience center or drop-off site
  - Curbside programs
  - Potential next steps

# Education and Outreach – Eligibility (*continued*)

County convenience center or drop-off sites shall ensure the following have been achieved before focusing on other education and outreach efforts:

1. Clear and effective safety signage for both residents and employees at each convenience center or drop-off site
2. Clearly labeled collection containers for materials
3. Clear, professional, and easily identifiable facility entrance signs at each convenience center or drop-off site, displaying each location's hours of operations
4. A-Frame signage at each site (recommend at least 2-4 per site) displaying a targeted message to residents and providing physical barriers to aid in traffic flow

# Education and Outreach – Eligibility (*continued*)

If you operate a curbside program, ensure that the following have been achieved before focusing on other education and outreach efforts:

5. Mailers, oops tags, scheduling magnets, informational stickers, and praise tags delivered on at least an annual basis intended to inform residents of desired changes or reinforce proper recycling behavior

# Education and Outreach – Eligibility (*continued*)

If you have achieved the previous criteria, other potential projects can be pursued:

6. Additional advertising to create a community culture of waste reduction and recycling (social media, truck signs, signs at stores and community buildings, utility bill stuffers, local newspaper advertisements, or other items that directly inform your residents).
7. An organized, well-advertised, and easily navigable website detailing recycling program policies and materials that are and are not accepted.
8. Community workshops, employee workshops, and local events to promote the recycling programs.
9. Other education program expansions and partnerships with schools, non-profits, private entities, etc.

# Education and Outreach – Funding

- \$1,000,000 - Total Education and Outreach Grant Offering
- \$50,000 – Grant Maximum
- A financial match of 10%-50% is required
- In-kind and force accounts matches are not acceptable

# Education and Outreach – Project Description

1. Describe your current education and outreach approach. How do you currently inform residents about proper utilization of your recycling program and where are the gaps in informing residents what, where, and when they can recycle?



# Education and Outreach – Project Description (*continued*)

2. Describe the proposed project and need. What is your goal or expected outcome with this project and what is the primary message you intend to convey? If the requested material is intended to improve outreach and education at convenience centers or drop-off sites, also provide site layouts for locations of desired new signage. Also complete the timeline of grant deliverables below to be incorporated into your contract Scopes of Service (see Resources and Contact tab). You may insert other more specific milestones, if needed. Please submit a planned timeline of project deliverables from the execution of your grant to the implementation of your project.

# Education and Outreach – Project Description

## *(continued)*

3. How will you quantitatively measure success and change in public behavior toward achieving the project goal? How will this project improve upon your current education and outreach strategy or address the gaps identified in Question 1?
4. How will you prevent waste and use sustainable materials in the production and dispersal of education and outreach materials?
5. Please estimate the cumulative number of households your project will reach. What will be the frequency of exposure to your campaign or message? Who are the targeted demographics for your outreach effort (be specific)?

# Education and Outreach – Program Benefits

6. Prepare a narrative that justifies the proposed materials or services benefit the local program and project goal. Include key benefits that support the 2025 Plan Objectives, such as:
  - Increase material tonnages (Objective 1)
  - Increase recycling access and/or participation (Objective 2)
  - Promote material processing and end use in Tennessee (Objective 3)
  - Expand and focus education and outreach (Objective 6)

# Education and Outreach – Sustainability and Funding

7. How will your organization sustain the chosen public outreach effort beyond the funding of this grant?
8. Is the local match and additional local share included in the applicable agency budget?
9. Optional documents:
  - Designs for signage and printed materials, provide concepts of each outreach material.
  - Written agreements
  - Attach other documents related to the grant proposal or equipment request



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# Convenience Center Grant

# Convenience Center – Overview and Purpose

- To provide funding assistance to eligible counties that need to enhance their collection assurance requirements through upgrades of existing sites, establishment of new sites or elimination and replacement of unmanned county collection systems (“Green Boxes”).
- Supports Objectives 2 and 7 of the 2015 – 2025 Solid Waste and Materials Management Plan and local governments’ efforts toward developing a fully integrated solid waste management system.

# Convenience Center – Priorities

- There are three priorities for this grant:
  - Applicants that are replacing and eliminating unmanned county collection systems (“Green Boxes”).
  - Applicants that are establishing a new convenience center that provides access to an underserved area or applicants that do not meet the minimum level of service for the number of convenience centers under Rule 0400-11-01-.10 (2).
  - Applicants that apply for a used automotive fluids grant for proposed convenience centers.



# Convenience Center – Eligibility

- Tennessee counties only
- New convenience center location
- Upgrade existing convenience center location
- Eligible expenses:
  - Land
  - Paving and fencing
  - Shelters for attendants
  - Power connection
  - Containers, receivers, and compactors
  - Operation manuals and education materials
- Ineligible requests:
  - Regular expenses of a recurring nature
  - Applicants previously awarded a grant of this type from the Solid Waste Management Fund in the last two years that are currently under contract with open balances or who have failed to meet the obligations of additional Division of Solid Waste Management grant contracts in the last two years are ineligible.



# Convenience Center – Funding

- \$1,000,000 – Total Convenience Center Grant Offering
- \$100,000 – Grant maximum per site
- A financial match of 10%-50% is required
- In-kind and force accounts matches are acceptable

# Convenience Center – Project Overview & History

1. Provide a narrative background that demonstrates need for collection assurance and financial assistance through a convenience center system. Describe the past conditions that have led the applicant to consider applying for this grant (i.e. replacing Green boxes, insufficient centers, aging equipment, site enhancement, accessibility of existing sites, regulatory problems, etc.).

# Convenience Center – Project Plan

2. For each **new location**, indicate the following:
  - a) Location Name
  - b) Indicate if the proposed project site is currently county owned, will be leased, or if property will be purchased
  - c) Types of solid waste, recycling and waste reduction collection equipment at the site
  - d) Types of recyclable commodities that will be collected at the site
  - e) Plans for collecting problem wastes such as BOPAE
  - f) Detailed project timeline for completion of the purchase or lease, permitting, construction, and operation of the site. Identify key milestones and describe the proposed promotion of the new site.
3. Upload engineering plans or construction plans as applicable, identifying all work that will be conducted at the site. Design plans must meet applicable laws and regulations relative to the need of a certified professional engineer (PE) or architect registered to practice in the State of Tennessee. Please check with local codes enforcement to determine necessity.

# Convenience Center – Project Plan

2. For each **existing location**, indicate the following:
  - a) Location Name
  - b) Indicate the proposed upgrades to the existing convenience center.
  - c) Indicate the value and function each upgrade will provide.
  - d) To encourage the importance of recycling access, applicants requesting solid waste upgrades shall also incorporate upgrades to recycling infrastructure. If applicant request only recycling upgrades then solid waste equipment match is not required.
  - e) Detailed project timeline for completion of the purchase or lease, permitting, construction, and operation of the site. Identify key milestones and describe the proposed promotion of the existing site.
3. Upload engineering plans or construction plans as applicable, identifying all work that will be conducted at the site. Design plans must meet applicable laws and regulations relative to the need of a certified professional engineer (PE) or architect registered to practice in the State of Tennessee. Please check with local codes enforcement to determine necessity.

# Convenience Center – Technical Assessment and Maps

4. For each **new location**, answer the following:
- Indicate the property boundaries of the proposed convenience center site(s), property parcel number (if applicable).
  - A separate map showing locations of existing convenience center site(s) (if applicable).
  - Include a map showing expected service area for the proposed convenience center site(s).
  - If replacing green box sites, please provide a map of existing green box locations.

# Convenience Center – Technical Assessment and Maps

4. For each **existing location**, answer the following:
- Indicate the property boundaries of the designated upgraded convenience center site(s).
  - Include an overlay diagram identifying the location of the requested upgrades within the property boundaries.
  - Include a map showing expected service area for the convenience center site(s).



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# Recycling Equipment Grant



# Recycling Equipment – Overview and Purpose

- To purchase key pieces of recycling equipment.
- Supports Objectives 1, 2, 3 and 5 of the 2015 – 2025 Solid Waste and Materials Management Plan and efforts of local governments toward achieving their waste reduction and recycling goals.



# Recycling Equipment – Priorities

- There are three priorities for this grant:
  - Applicants that received or were eligible to receive the Recycling Rebate between the Fiscal Years 2011 and 2015.
  - Applicants that develop public/private or public/public partnerships.
  - Applicants that employ developmentally disabled individuals, as defined in T.C.A. §33-1-101(11).

# Recycling Equipment – Eligibility

- Local governments, private entities, and non-profits organization
- Recycling carts
  - Recycled Content
  - RFID Tags
- Containers
- Compactors
- Balers
- Glass crushers
- Densifiers
- Sorting systems
- Fork lifts
- Ineligible requests
  - Collection trucks
    - Gross weight <10,000 lbs.
  - Recycling Rebate counties and cities within these counties are not eligible for the recycling equipment grant: Davidson, Hamilton, Knox, Rutherford, and Shelby.

# Recycling Equipment – Funding

- \$500,000 – Total Recycling Equipment Offering
  - Rural counties with populations less than or equal to 50,000 and the cities, solid waste authorities, or non-profit organizations within those counties. Total grant offering is \$200,000. Funding maximum per applicant is \$50,000. Tiers 1 and 2 will compete with each other.
  - Suburban and urban counties with populations of 50,001 or greater and the cities, solid waste authorities, or non-profit organizations within those counties. Total grant offering is \$300,000. Funding maximum per applicant is \$50,000. Tiers 3 and 4 will compete with each other.
- \$50,000 - Grant maximum
- A financial match of 10%-50% is required
- In-kind and force accounts matches are not acceptable

# Recycling Equipment – Project Description

1. Describe the proposed project and need. What is your goal or expected outcome with this project? How will you measure success toward achieving the project goal?
2. Is this request to replace older existing equipment or is it adding new equipment? Describe the Preventative Maintenance Plan and/or include the proposed maintenance schedule.

# Recycling Equipment – Project Description

3. Describe how the program/project will be promoted to support achieving the goal specified in question 1.
4. Does the equipment compete with private services or duplicate existing public sector services provided within the municipal solid waste planning region?

# Recycling Equipment – Sustainability and Funding

1. How will your organization sustain the project once this funding is complete?
2. Do you expect to generate any income with the project? If so, describe how these funds will be used to perpetuate the project in the future.
3. Is the local match and additional local share included in the applicable agency budget? If Yes, provide a copy of budget by clicking the button below. If No, provide resolution for budget expansion.

# Recycling Equipment – Program Benefits

4. Prepare a narrative that justifies the proposed equipment benefits the local program and project goal. Include key benefits that support the 2025 Plan Objectives, such as:
  - increased material tonnage (Objective 1)
  - increased recycling access and/or participation (Objective 2)
  - promotion of material processing and end use in Tennessee (Objective 3)
  - new waste reduction and recycling technology (Objective 5)





TN

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# Recycling Rebate



# Recycling Rebate

The Recycling Rebate Program is in lieu of the Recycling Equipment Program (T.C.A. §68-211-825(b)(2)) and supports the implementation of 2015-2025 Solid Waste and Materials Management Plan

- The allocation of funds in accordance with the amended T.C.A. §68-211-825 (b) is as follows:
- $\text{Rebate} = (\text{Total Population of County}) / (\text{Total Population of Five Most Populous Counties}) \times 100\%$  of State Funds Allocated for Recycling Equipment Grants
- Funding is distributed to each eligible rebate recipient based on a prorated per capita share.

# Recycling Rebate – Eligibility

The five most populous counties according to the annual census released in April by the United States Census Bureau and their cities that manage solid waste are eligible for the Recycling Rebate.

- Variety of recycling purposes:
  - New programs
  - New collection sites
  - Marketing
  - Transport
  - Education programs
  - Management options

# Recycling Rebate – Funding

- \$500,000 - Total Recycling Rebate Grant Offering

Davidson/Nashville-\$121,124.92	Hamilton-\$21,706.60	Knox-\$49,629.40	Rutherford-\$31,493.46	Shelby-\$18,308.57
Belle Meade-\$529.69	Chattanooga-\$32,447.96	Knoxville-\$33,870.60	Murfreesboro-\$23,756.54	Arlington-\$2,123.34
Berry Hill-\$95.61	Collegedale-\$2,111.83			Bartlett-\$10,729.64
Goodlettsville-\$3,065.98	East Ridge-\$3,825.16			Collierville-\$9,129.14
Oak Hill-\$833.80	Lakesite-\$337.81			Germantown-\$7,105.83
	Lookout Mountain \$0.00			Lakeland-\$2,290.73
	Red Bank \$2,129.04			Memphis-\$118,409.78
	Ridgeside \$77.71			Millington-\$2,002.98
	Signal Mountain \$0.00			
	Soddy Daisy \$2,480.25			
	Walden-\$383.64			

- Dollar-for-dollar match required
- Must notify Department in writing for intent to receive, assign, or waive funding

# Recycling Rebate – Overview and Purpose

- To provide funding to the top five most populous counties and cities within those counties who manage solid waste.
- Supports Objectives 1, 2, 3, 5, and 6 of the 2015 – 2025 Solid Waste and Materials Management Plan and local governments' efforts towards achieving their waste reduction and recycling goals.



Department of  
**Environment &  
Conservation**

# Used Oil

**Department of Environment & Conservation**  
**Robert Martineau, Commissioner**  
Division of Solid & Hazardous Waste Management

# Used Oil

## Grants Management

David Sutton | Used Oil Coordinator  
Department of Solid Waste Management | Materials  
Management Programs



# Grant Timeline

The anticipated timeline for this grant offering is as follows:

<b>July 2, 2018</b>	<b>Request for applications announced</b>
<b>October 1, 2018</b>	<b>Deadline for application submittal, start processing applications</b>
<b>October 31, 2018</b>	<b>Rate, recommend, and prepare contracts for grant awards</b>
<b>January 3, 2019</b>	<b>Announce awards and prepare grant contacts</b>
<b>January 18, 2019</b>	<b>Send grant offer to successful applicants</b>

# Grant Timeline

<b>February 28, 2019</b>	<b>Mail fully executed grants</b>
<b>June 28, 2019</b>	<b>Target Submit Bid Package</b>
<b>September 30, 2019</b>	<b>Equipment shall be installed and made operational</b>
<b>December 30, 2019</b>	<b>All Reimbursement Requests Submitted</b>
<b>February 2024</b>	<b>Grant Responsibilities Expire</b>



# Adsorbent

## Order Adsorbent:

For counties that have an active grant and need adsorbent please use the following website:

- ❖ <https://www.tn.gov/environment/program-areas/solid-waste/materials-management-program/used-oil-program/order-absorbent-from-the-used-oil-program.html>

Suggested Absorbent order should be per site once a year

- ❖ 20 bags of Loose Adsorbent
- ❖ 10 Boxes of Pads
- ❖ 10 Boxes of Socks



# Collection Tanks

1. Double wall containment, 110% containment capacity
2. Spill Pan
3. Lockable, rain-proof lids and access doors
4. Oil level monitoring gauge
5. Corrosion resistant exterior shell
6. Built-in deep-well sink with removable debris screen



# Heaters

## Sample Used Oil Heater Specifications:

- Acceptable fuels to include used crankcase oils, ATF, hydraulic fluid, No. 2 fuel oil, and up to 90W gear oil
- Minimum BTU / kW per hour (e.g. 140,000 BTU / 41.6 kW per hour)
- Single wall workbench fuel tank (optional)
- Remember to include Shipping and Installation



# Crushers

## Light Duty Filter Crusher Sample Specifications:

- Cycle Time seconds
- Cavity Size up to 10" height

## Heavy Duty Filter Crusher Sample Specifications:

- Cycle Time seconds
- Cavity Size 16" height or greater

\*\*\*Remember to have appropriate power supply!!!!





# Transport Trailers

## ***Sample Specification and Vendors for Used Oil Trailers*** **500 Gallon Double Walled Tank or below 500 Gallon**

- Tank Thickness 10 gauge
- DOT Compliant\* yes
- Torsion Axles dual 3,500 lbs.
- Electric Brakes yes
- Tires 16" 10-Ply
- Fuel Baffles 2
- GVWR 7,000 lbs.
- Front Toolbox (Optional)
- Rear Utility Box (Optional)
- Used Oil Pump 2 way
- Fire extinguisher
- DOT Placards
- Used Oil Signage



### **Tank**

• Double Seam Welded • 7 Gauge Steel (10 Gauge on EV500] • Up to 5 Baffles • Locking, Vented Cap • Free Flowing Tank Vent • Oil Level Gauge • 6" Drop Sump with 1/2" Drain Pumping System 25 GPM Industrial Grade 12V Pump • 20' Of 1" Hose • 12' Power Cables

### **Finish**

• Dual Coat Polyurethane Paint • Standard Color Gray • LED Side and Rear Lights

### **Trailer**

• 6" Formed Frame • Torsion Axles with EZ Lube Hubs • 16" 10-Ply Tires • Electric Brakes • Safety Chains • Conduit Wrapped Wiring Tape • DOT Safety Placards

# Transporter License Requirements

- ❖ Certificate of \$1,000,000 Liability Insurance
- ❖ Copies of the Annual Vehicle Inspection Reports
- ❖ Written Description of your Recordkeeping Practices &
- ❖ Examples (i.e. Manifest, Bill of Lading, etc.)
- ❖ Copies of the Commercial Driver's License (CDL) for all drivers
- ❖ Signed Driver Certification Statements (Form UO – D) for all drivers

If you have any questions about the above matter, please feel free to e-mail ([Nina.Vo@tn.gov](mailto:Nina.Vo@tn.gov)) or call at (615) 532-9268.

# Education and Outreach

- Advertising shall be used for Promotion of BOPAE activities
- Promoting the automotive fluid collection program
- Signage at the convenience center
- Advertising HHW mobile event  
(if they take oil at the collection event)
- Technical assistance  
(website development)



# Electronic Oil Level Monitoring

## Electronic Oil level Monitoring

This done though cell service and is only good if there is a cell signal.

Data is transferred twice a day

Emails can be sent daily or can be triggered when the fluid level hits a determined level like 80% full.

This can also be sent in form of a text so that tanks will not ever overflow if addressed.

It will also keep cost down





# Electronic Oil Level Monitoring

The used oil grant covers the cost of the unit and service for 5 years.

They are easy to install and will be installed by the used oil coordinator.

Granted amount for each unit is \$1200.00 per site



This is a photo of the dial that will be installed on the float gauge to get the data that the monitor needs to calculate fluid levels

# Correct site

## Automotive Fluid Collection Site

This site has proper containment

This site is clean from spilled oil

Adsorbents are kept in a container that is protected from weather and pests.

Oil Crusher feeds back into the collection tank preventing spills.

All containers are properly labeled



# Not a Correct Site

This site is not properly labeled it is not waste oil

The oil tank is exposed to the elements

The tank is not clean and is weathered by the elements

There is improper storage of used oil in buckets not labeled

There is a spill on the ground and at the time of this photo the 35 gallon drum that is rusted was leaking.





# Not in Compliance

This is not a proper collection tank and it is mislabeled.

Used oil flash point is  $>60.5$  degrees C.  
Used oil is combustible.

Proper labeling is “used oil”



# Not in Compliance



Oil filters need to be drained in a container that can be sealed. They can not be drained in an open vented system.



# Best Management Practices

- ❖ Apply a lock on your tank. We don't see this often. Good way to prevent contamination and control spillage
- ❖ Place Oil Socks in spill pan. Easier to clean up than oil dry or kitty litter.
- ❖ Provide a small garbage can for used oil filters.
- ❖ Use a non-aerosol degreaser and weed sprayer/light hose water to clean the tank. Replace oil sock following cleaning.
- ❖ Place opening to canopy facing East if possible. Prevents wind driven precipitation.

# Contacts

## Technical Questions

David Sutton

Used Oil Coordinator

o.615-532-0807 c.615-651-9505

[David.L.Sutton@tn.gov](mailto:David.L.Sutton@tn.gov)

# Questions?





The logo consists of a red square containing the white letters 'TN' in a serif font. Below the red square is a thin dark blue horizontal bar.

**TN**

# Grants Management System Technical

# TDEC Online Grants System



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[Home](#) [Program Areas](#) [About](#) [Permitting](#) [Public Participation](#) [Contact](#)



## About the Online Grants System

[How to affiliate with an organization](#)

[How to Change Your Password](#)

[How to Register Online](#)

[TDEC Online Grant System FAQs](#)

## About the Online Grants System

### New TDEC Online Grants System

The new TDEC Online Grants System is now available! Potential applicants can register, find funding opportunities and apply completely online.

- [Access the new online system.](#)
- [Download the Grants System User Guide.](#)
- [View the tutorial video.](#) (You may maximize the slides by clicking in the lower right corner.)

A screenshot of the TDEC Online Grants System web application. The page has a dark blue header with the TDEC logo and navigation links. The main content area is white and contains a 'TDEC Online Grants System' heading, a welcome message, and sections for 'How to Use the System' and 'New to the system?'. On the right side, there is a 'Login' box with fields for 'Email' and 'Password', a 'Login' button, and links for 'Forgot Password?' and 'To learn more about us click here'. At the bottom of the 'New to the system?' section, there is a 'Register here' button. The footer of the screenshot shows copyright information and the SmartSimple logo.

# Grants Management System (GMS)

- Go to the link below to create an account:
  - [https://tdec.smartsimple.com/s\\_Login.jsp?lang=1&prole=0](https://tdec.smartsimple.com/s_Login.jsp?lang=1&prole=0)
- Create account and affiliate
- City/County/Organization affiliation can be requested
- Once affiliated, applicant may apply for any one of the five programs being offered
- General Information, User Guide, and Video Tutorial can be found at:
  - <https://www.tn.gov/content/tn/environment/about-tdec/grants/program-areas.html>

# Grant Purpose and Overview

## PURPOSE AND OVERVIEW

[TIMELINE, ELIGIBILITY & FUNDING](#)[SELECTION CRITERIA](#)[RESOURCES AND CONTACT](#)[TITLE VI SURVEY](#)[GENERAL INFORMATION](#)[NARRATIVE QUESTIONS](#)[BUDGET AND ATTACHMENTS](#)[CERTIFICATION](#)[APPLICATION & SUBMISSION](#)

### Recycling Equipment Grant Overview:

The Solid Waste Management Act of 1991 (Tennessee Code Annotated § 68-211-825) established the Solid Waste Management Fund to be used in part to establish a matching grant program for the purchase of equipment needed to establish or upgrade recycling at a public or not-for-profit recycling collection site. Such equipment may include, but is not limited to, containers, balers, crushers, and grinders. The goal of the Act is to reduce the amount of solid waste disposed of at Class I disposal facilities by twenty-five percent (25%). The Department of Environment and Conservation acknowledges that not all local jurisdictions are the same and they may wish to take different approaches toward achieving the state's solid waste reduction and diversion goals. Regions with smaller populations may focus efforts toward achieving qualitative goals rather than quantitative goals of the more populous regions and the state. Qualitative goals may be expanding the types of materials collected, providing a service to an underserved area, improving efficiencies, and improving quality of material recovered. Quantitative goals may be increased recovery rates, capture rates, participation rates, set out rates, or decreasing costs per households served. The Recycling Equipment Grant takes this into consideration by providing two competitive funding allocations for applicants based upon the Four Tiers of an Integrated Solid Waste Management System, found in Table VI-1 of the [2015-2025 Solid Waste and Materials Management Plan](#) (pages 144-149).

- Rural counties with populations less than or equal to 50,000 and the cities, solid waste authorities, or non-profit organizations within those counties. Total grant offering is \$200,000. Funding maximum per applicant is \$50,000. Tiers 1 and 2 will compete with each other.
- Suburban and urban counties with populations of 50,001 or greater and the cities, solid waste authorities, or non-profit organizations within those counties. Total grant offering is \$300,000. Funding maximum per applicant is \$50,000. Tiers 3 and 4 will compete with each other.

A local match of 10%-50% is required based on an economic index that includes factors such as per capita income and property values in the jurisdiction to be served.

There are three priorities for this grant:

- Applicants that received or were eligible to receive the Recycling Rebate between the Fiscal Years 2011 and 2015
- Applicants that develop public/private or public/public partnerships
- Applicants that employ developmentally disabled individuals, as defined in T.C.A. §33-1-101 (11)

### Purpose of the Grant

The Recycling Equipment Grant supports the implementation of [2015-2025 Solid Waste and Materials Management Plan](#) objectives. It is the Department's intent with this grant to support efforts of local governments toward achieving their waste reduction and recycling goals. Successful proposals will demonstrate how the requested equipment will improve operating efficiencies:

- Increase material tonnages (Objective 1)
- Increase recycling access and/or participation (Objective 2),
- Promote material processing and end use in Tennessee (Objective 3)
- Support new waste reduction and recycling technologies (Objective 5)

The Department is concurrently offering \$500,000 in funding for the 2018 Measurement Grants. Applicants needing equipment for the primary purpose of measuring or aiding in the measurement of tonnage, participation, or other units should apply for the 2018 Measurement Grant. Measurement equipment will not be eligible for Recycling Equipment Grant funding.

### TDEC Sustainability Statement

# Grant Timeline, Eligibility, and Funding

PURPOSE AND OVERVIEW **TIMELINE, ELIGIBILITY & FUNDING** SELECTION CRITERIA RESOURCES AND CONTACT TITLE VI SURVEY GENERAL INFORMATION NARRATIVE QUESTIONS BUDGET AND ATTACHMENTS CERTIFICATION APPLICATIONS

## Grant Timeline

Applications must be submitted in the TDEC Online Grants System on or before October 2018. Applications received after October 2018 will not be accepted.

- July 2, 2018: Request for Applications Announced
- October 1, 2018: Deadline for application submittal, start processing applications
- October/November 2018: Rate, recommend and prepare contracts for grant awards
- January 2019: Announce awards and prepare grant contracts
- January 2019: Send grant offer to successful applicants
- February/March 2019: Mail fully executed grants
- June 2019: Target Submit Bid Package
- September/October 2019: Equipment shall be installed and made operational
- December 2019: All Reimbursement Requests Submitted
- February 2024: Grant Responsibilities Expire

## Eligibility:

Tennessee counties, cities, solid waste authorities and organizations which have been determined to be tax exempt nonprofit recycling organizations who are designated as 501(c)(3) by the Internal Revenue Service may apply for grants under T.C.A. § 68-211-825.

The requested equipment must be included in the 2015 update to the Region's Solid Waste Plan submitted by the due date of March 2018. Eligible recycling equipment includes key recycling equipment needed for collection, processing, operations, or to prepare recovered materials for transport and marketing. Key recycling equipment includes, but is not limited to recycling carts made with recycled content and embedded RFID tags, containers, compactors, balers, glass crushers, densifiers, and sorting systems, and fork lifts. Collection trucks with a gross vehicle weight rating (GVWR) of 10,000 pounds or higher will be considered.

Counties and the cities within those counties eligible to receive a recycling rebate, as directed by T.C.A. § 68-211-825(b), are not eligible to receive a recycling equipment grant. The rebate credits are in lieu of recycling equipment grants. The following Recycling Rebate counties and cities within those counties for FY 2018-2019 are not eligible for the recycling equipment grant: Davidson, Hamilton, Knox, Rutherford, and Shelby.

Equipment that causes the applicant to directly compete with existing private enterprises in the applicant's geographical area (T.C.A. § 68-211-825(a)) is not eligible under this grant. Other ineligible requests include collection trucks with a gross vehicle weight rating (GVWR) less than 10,000 pounds, and any equipment that aides in increased disposal of materials in Class I disposal facilities.

Furthermore, applicants previously awarded a Recycling Equipment Grant from the Solid Waste Management Fund in the last two years that are currently under contract with open balances or who have failed to meet the obligations of additional Division of Solid Waste grant contracts are ineligible.

## Funding & Matching Requirements:

The Department has budgeted \$500,000 total for Recycling Equipment Grants. Of that amount, the Department has allocated \$200,000 for rural counties with populations less than or equal to 50,000 and the cities, solid waste authorities, or non-profit organizations within those counties. Additionally, \$300,000 has been allocated for suburban and urban counties with populations of 50,001 or greater and the cities, solid waste authorities, or non-profit organizations within those counties. No grant may exceed \$50,000. A match of 10%-50% is required as indicated in Recycling Equipment Grant Match Requirement (see Budget and Attachments tab).

Grant awards will be made based on the estimates included in the grant application and will not be increased. It is important that applicants research the equipment they are seeking to purchase and obtain accurate price information prior to submitting their application. Only equipment identified in the application will be funded so proper planning and research should be done by applicant before submitting application.

# Grant Selection Criteria

## Selection Criteria

Applications will first be reviewed for completeness. Upon receipt of a complete application, the Technical Narrative will be evaluated and scored by a team of raters (3 or more) using the Scoring Rubric provided below. Weighted scores for each question will be assigned by each rater. The minimum average score for funding is 70 points. Applicants receiving the highest average score will be recommended for funding to the extent that funding is available. Final consideration may also be given to projects that provide a service to an underserved area or demographic, are distributed geographically, and represent a variety of project types (i.e. collection, processing, and transportation).

All applications will be scored based on the following criteria and weightings:

- Project Description (40 points)
- Program Benefits (30 points)
- Sustainability and Funding (20 points)
- Establishment of Priority (10 points)

For details about scoring:

[Download Scoring Rubric](#)

# Grant Title VI

PURPOSE AND OVERVIEW   TIMELINE, ELIGIBILITY & FUNDING   SELECTION CRITERIA   RESOURCES AND CONTACT   **TITLE VI SURVEY**   GENERAL INFORMATION   NARRATIVE QUESTIONS   BUDGET AND ATTACHMENTS   CERTIFICATION   APPLICATION & SUBMISSION

Download and complete the Title VI Pre-Audit Survey. Once complete, upload the form and required attachments below. Resource links are available on the form.

If you are submitting multiple applications in this grant round, you need only download the form one time. You will need to upload the completed form for each application.

Download Title VI Pre-Audit Survey Form

\* Upload completed Title VI Pre-Audit Survey



\* Upload the following: (1) Non-Discrimination Policy, (2) Limited English Proficiency (LEP) Plan, (3) a copy of your Title VI training program and (4) a copy of your agency's procedures on reviewing Title VI complaints.

Click [here](#) to access sample policies.



For Questions regarding Title VI Compliance, please contact:

Christina Guidry  
Tennessee Department of Environment and Conservation  
Office of Policy and Planning  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Blvd., 2nd Floor  
Nashville, TN 37243  
p. (615) 253-8337  
[Christina.Guidry@tn.gov](mailto:Christina.Guidry@tn.gov)

## Acknowledgement

- ☐ I understand that the elements of Title VI compliance referenced in this survey satisfy the minimum requirements for Title VI compliance for eligibility of federal financial assistance. I certify that our agency has either adopted and implemented these elements of compliance or has agreed to adopt and implement TDEC's compliance resources as its own. I understand that our agency's eligibility for federal funding is contingent upon satisfaction of and adherence to these compliance requirements by our agency, any contractor or subcontractor associated with this project
- ☐ I understand that if our agency is awarded a grant by TDEC, I will need to show evidence of completion of Title VI training when requested by the TDEC grant-administering program.

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Department of  
**Environment &  
Conservation**

# Grant Narrative

PURPOSE AND OVERVIEW   TIMELINE, ELIGIBILITY & FUNDING   SELECTION CRITERIA   RESOURCES AND CONTACT   TITLE VI SURVEY   GENERAL INFORMATION   **NARRATIVE QUESTIONS**   BUDGET AND ATTACHMENTS   CERTIFICATION   APPLICATION S

## Project Description (40 points)

\* 1. Describe the proposed project and need. What is your goal or expected outcome with this project? How will you measure success toward achieving the project goal?

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\* 2. Is this request to replace older existing equipment or is it adding new equipment? Describe the Preventative Maintenance Plan and/or include the proposed maintenance schedule.

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\* 3. Describe how the program/project will be promoted to support achieving the goal specified in question 1.

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\* 4. Does the equipment compete with private services or duplicate existing public sector services provided within the municipal solid waste planning region?

☐ Yes



# Grant Budget

## Budget page and Budget Justification

### Grant Budget

Policy 03 Object Line-item reference	Expense Object Line-item Category (1)	Grant Contract	Grantee Match	Total Project
Enter Match % Requirement:	<input type="text" value="0%"/>			
1, 2	Salaries, Benefits Taxes	\$500.00	\$0.00	\$500.00
4, 15	Professional Fee, Grant and Award (2)	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage and Shipping, Occupancy, Equipment, Rental and Maintenance, Printing and Publications	\$0.00	\$0.00	\$0.00
11, 12	Travel, Conferences and Meetings	\$0.00	\$0.00	\$0.00
13	Interest (2)	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals	\$0.00	\$0.00	\$0.00
17	Depreciation (2)	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel (2)	\$0.00	\$0.00	\$0.00
20	Capital Purchase (2)	\$0.00	\$0.00	\$0.00
22	Indirect Cost	\$0.00	\$0.00	\$0.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is not specifically delineated by budget line-items above)	\$0.00	\$0.00	\$0.00
25	<b>Grant Total</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$500.00</b>

# Grant Budget Continued

\$0.00	
Capitla Purchase	Amount
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# Certification Tab

PURPOSE AND OVERVIEW   TIMELINE, ELIGIBILITY & FUNDING   SELECTION CRITERIA   RESOURCES AND CONTACT   TITLE VI SURVEY   GENERAL INFORMATION   NARRATIVE QUESTIONS   BUDGET AND ATTACHMENTS   **CERTIFICATION**   APPLICATION SUMMARY

☐ I certify under penalty of law that this document and all attachments were prepared by me, or under my direction or supervision. The submitted information is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in Tennessee Code Annotated Section 39-16-702(a)(4), this declaration is made under penalty of perjury.

## Authorized Representative Acknowledgement

\* Printed Name:

\* Title:

\* Phone:

\* Date Signed:  

\* Email:

Save Draft

Delete

TN

Department of  
**Environment &  
Conservation**

# Grants Management System

- GMS procedures are listed in the Project Management Manual
- Approved grant with uploaded contracts, once all contracts are fully executed.
- Grant Contracts, SDDS/W-9, Title VI Certification, Bids/Quotes, and supporting documentation will be uploaded to GMS
- Future solicitations and processes will be conducted on GMS

# Grants Management System Manual

- Manual given to you at grant administration workshop
- Contains all necessary steps to implement and complete grant
- Contains appendices referencing all necessary documents for grant implementation and completion
- Contains Grants Management System (GMS) referencing material

# GMS Contact

- **Please send all GMS functions questions and concerns to:**

**[TDEC.Grants@tn.gov](mailto:TDEC.Grants@tn.gov)**

# Customer Satisfaction Survey

- **Link to Customer Survey**

- [https://stateoftennessee.formstack.com/forms/internal\\_cs](https://stateoftennessee.formstack.com/forms/internal_cs)

# Questions

